TO: Academic Council*

COPY TO: Richard C. Benson
       Hobson Wildenthal
       Inga Musselman
       Calvin Jamison
       Abby Kratz
       John Wiorkowski
       Juan Gonzalez

FROM: Office of Academic Governance
      Christina McGowan, Academic Governance Secretary

SUBJECT: Academic Council Meeting

The Academic Council will meet on WEDNESDAY, February 6, 2019 at 1:00 p.m. in ATEC 1.201. Please bring the agenda packet with you to the meeting. If you cannot attend, please notify me at cgm130130@utdallas.edu or x4791.

Attachments

<table>
<thead>
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<th>2018-2019 ACADEMIC COUNCIL</th>
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<tr>
<td>Andrew Blanchard</td>
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<td>Lisa Bell</td>
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<td>Dinesh Bhatia</td>
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<td>Matt Brown</td>
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<td>Bill Hefley **</td>
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<td>Joe Izen</td>
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<td>Murray Leaf***</td>
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<td>Syam Menon</td>
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<td>Ravi Prakash*</td>
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<td>Richard Scotch ***</td>
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<td>Tres Thompson</td>
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<td>Tonja Wissing</td>
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<td>Eric Chen - Student Government Pres.</td>
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*Speaker
**Secretary
*** Vice-Speaker

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION UNIVERSITY
AGENDA
ACADEMIC COUNCIL MEETING
February 6, 2019
ATEC 1.201

1. Call To Order, Announcements & Questions  Richard Benson
2. Approval of the Agenda  Ravi Prakash
3. Approval of Minutes  Ravi Prakash
4. Speaker’s Report  Ravi Prakash
5. SACSCOC / THECB Updates  Serenity King
6. TXCFS/FAC REPORT  Murray Leaf & Bill Hefley
7. Student Government Report  Eric Chen
8. Senate Election Calendar  Bill Hefley
9. CEP Recommendations- Pending February 5, 2019 Meeting  Clint Peinhardt
10. Presentation by the Wellness Committee  Julie Haworth
11. Presentation of New Academic Senate website  Bill Hefley
12. Revisions to UTDPP1106- University Committee on Eforms  Bill Hefley
13. Discussion: Updates to Accommodation Procedures in Test Taking for Students with Disabilities  Ravi Prakash
14. Adjournment  Richard Benson
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<td>COMMITTEE ON EDUCATIONAL POLICY RECOMMENDATIONS</td>
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<td>DISCUSSION: UPDATES TO ACCOMMODATION PROCEDURES IN TEST TAKING WITH DIABILITIES</td>
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UNAPPROVED AND UNCORRECTED MINUTES

These minutes are disseminated to provide timely information to the Academic Council. They have not been approved by the body in question, and, therefore, they are not the official minutes.

ACADEMIC COUNCIL MEETING
DECEMBER 5, 2018

PRESENT: Richard Benson, Andrew Blanchard, Lisa Bell, William Hefley, Joe Izen, Murray Leaf, Ravi Prakash, Richard Scotch, Tres Thompson, Tonja Wissinger

ABSENT: Inga Musselman, Dinesh Bhatia, Mathew Brown, Syam Menon

VISITORS: Eric Chen, Melinda Colby, Naomi Emmet, Frank Feagans, Juan Gonzales, Rashaunda Henderson, Calvin Jamison, Serenity King, Abby Kratz, Jennifer McDowell, Clint Peinhardt

1. Call to Order, Announcements & Questions
   President Benson called the meeting to order at 1:01 PM. An offer was made and accepted by our new Chief Compliance Officer. The new Chief Compliance Officer will arrive in late January 2019. An offer has been made to one of the BBS Dean candidates. There is still a financial strain on our campus, but the bonus amounts will hit the December 2018 paychecks.

   The legislative session will begin in January 2019. The Dallas delegation is fourteen members which is now twelve democrats and two republicans. Also the speaker has changed, and our university hopes to invite them to tour our campus at some point.

   Formula funding will be key this year. Dallas was hit hard during the last legislative session. Our university has been heavily promoting TRIP, and the university hopes to be fully funded at $40 million. President Benson opened the floor to questions.

   Bill Hefley asked if the President could comment on how the administration had asked people to be removed from campus. This information came from a December Mercury article. Our university is a public university and we are open to those around us. There are people who abuse our hospitality. In general, we want to be open, including ideas, unfortunately there are people who harm people not only with words, but threats and stalking. When these actions interfere with our business, and harm others, it cannot be tolerated.

2. Approval of the Agenda
   Ravi Prakash requested to add the approval of the NSM School Bylaws to the agenda as item 13. Ravi Prakash also requested to add the committee report on Academic Records Retention to the agenda as item 14. Murray Leaf moved to add these items to the agenda and to approve the Academic Council agenda as amended. Bill Hefley seconded.

   The motion carried unanimously.

3. Approval of the Minutes
   Murray Leaf moved to approve the Academic Council minutes. Matt Brown seconded. The motion carried unanimously.
4. **Speaker’s Report – Ravi Prakash**
   1. The Speaker of the Faculty Senate from Texas Tech reached out to Speaker Ravi Prakash to discuss the Field of Study Situation. Serenity King has been included with the discussion as well.
   2. The IRB committee met on Monday December 3rd, 2018 to discuss the committee charge and any updates that needs to be made to the charge. They will bring the changes to the Academic Council once they are complete.
   3. All other items that I have been working with are on the agenda.

5. **SACSCOC/ THECB Updates – Serenity King**
   On December 12, 2018 our university will have a final report on our SACSCOC review. The THECB will be re-reviewing the Biology and Electrical Engineering Field of Study (FoS). On December 6, 2018 THECB sent out the proposed Computer Science FoS, but noted that there was not to be any email discussion. There was to only be a yes or no vote. On December 4, 2018 our university objected to the Psychology FoS. Our objections were ignored. In recent days there has been contradictory information. Our university and others will be putting forth proposals on how to approach the issue via the upcoming legislative sessions. Also Ms. King is preparing a presentation for the January 2019 Academic Officers retreat.

6. **FAC / TXCFS Report – Murray Leaf and Bill Hefley**
   The FAC has taken no action and has not worked on the Field of Study resolution. There has been no updates from TXCFS.

7. **Student Government – Eric Chen**
   The turn over from fall to spring semester in the Student Government (SG) has been low. SG is conducting a toy drive. The Accessibility committee brought a motion to the SG meeting floor to draft a letter of support for the resolution to provide better accommodations for the Office of Student Accessibility, and it was approved.

8. **Staff Council -**
   Staff Council President Naomi Emmet will give the report at the January Academic Senate.

9. **CEP Recommendation – Clint Peinhardt**
   Tres Thompson moved to place the Committee on Education Policy recommendations on the January Academic Senate agenda. Murray Leaf seconded. The motion carried unanimously.

10. **Replacement Appointment on the Committee on Education Policy- Ravi Prakash**
    Yougwan Chun was recommended by the Committee on Committees to replace the declined position on the Committee on Educational Policy. He has agreed to serve. Richard Scotch moved to place on the January Academic Senate agenda. Lisa Bell seconded. The motion carried unanimously.

11. **Resolution to Support Initiatives by the Office of Student Accessibility – Tres Thompson**
    Richard Scotch moved to place the resolution on the January Academic Senate agenda. Joe Izen seconded. The motion carried unanimously.

Bill Hefley moved to place the resolution on, as amended, on the January Academic Senate agenda. Murray Leaf seconded. The motion carried unanimously.

13. Approval of the NSM School By-laws- Ravi Prakash
   Andrew Blanchard moved to approve the NSM School Bylaws. Lisa Bell seconded. The motion carried unanimously.

   Murray Leaf moved to add a presentation from the Ad Hoc Committee on Academic Records Retention to the Senate agenda. Bill Hefley seconded. The motion carried unanimously.

15. Senate Agenda for January 16, 2019:
   1. Call to Order, Announcements, and Questions
   2. Approval of the Agenda
   3. Approval of the Minutes
   4. Speaker's Report
   5. SACSCOC/ THECB Updates
   6. TXCFS/ FAC Report
   7. Student Government Report
   8. Staff Council Report
   9. CEP Recommendations
      a. New Courses
      b. Secondary STEM Education Minor
      c. Graduate Disclaimer
      d. Revisions to UTDPP1052-Policy on Procedures for Completing a Graduate Degree
   10. Presentation: Timesheet changes associated with PeopleSoft 9.2 upgrade
   11. Presentation: Academic Records Retention Committee Report
   12. Replacement Appointment on the Committee on Educational Policy
   13. Resolution to Support Initiatives by the Office of Student Accessibility
   14. Resolution: Methane Gas Emissions on UT System land

   Andrew Blanchard moved to approve the agenda. Murray Leaf seconded. This agenda was approved unanimously.

16. Adjournment
   There being no further business President Benson adjourned the meeting at 2:01 PM.

APPROVED: __________________________ DATE: __________________________

Ravi Prakash
Speaker of the Faculty
University Committee on Electronic Forms and Administrative Efficiency - UTDPP1106

Policy Charge

University Committee on Electronic Forms and Administrative Efficiency

Policy Statement

The University Committee on Electronic Forms and Administrative Efficiency is a University-wide Standing Committee.

The purpose of the Committee is to integrate faculty and academic staff review and consultation into existing and proposed new electronic forms (eForms), including but not limited to PeopleSoft eForms. Faculty and staff members of the committee will:

- Advise the Office of Information Technology, their governance groups, and other application development teams on campus on the creation of eForms and on how to test eForms with other segments of the university community before they are generally released.
- Prioritize changes desired in existing electronic forms.

The committee shall have sixteen members as follows:

- Three faculty approved by the Academic Senate.
- Two from offices of school deans recommended by the Academic Senate.
- Four staff positions (two academic staff and two administrative staff) selected by the Staff Council from a pool nominated by academic program and department heads.
- Four PeopleSoft functional stakeholders recommended by the PeopleSoft Executive Committee.
- One from the Office of Sponsored Projects recommended by the Office of Research.
- One from the distributed IT community recommended by the Chief Information Officer.
- One from the Office of Information Technology recommended by the Chief Information Officer.

All appointments shall be coordinated by the Committee on Committees of the Academic Senate and confirmed by the Senate as for other University Committees.
Voting will be used to prioritize work requests. All members are voting members. Votes are advisory for the Responsible University Official (RUO), not binding.

The term of service of the Committee members shall be two years, effective September 1 to August 31. The Committee on Committees may adjust terms to one or three years in order to assure continuity of experience as necessary. Individuals may be reappointed. If for any reason a Committee member resigns, the President shall appoint another individual to serve the remainder of the unexpired term.

The Chair shall be the RUO or his/her designee. The Committee shall designate a Vice Chair. The Vice President/Chief Information Officer, Office of Information Technology, will be the RUO.

Areas of concern for the committee will include:

- Issues of productivity affecting faculty and their administrative support.
- Timely and helpful responses to specific concerns and complaints.
- Assuring that solutions are sustainable, user-friendly, non-redundant, and consistent with university policies and values.

The Committee shall meet on a schedule established by the RUO. The Vice-Chair may call a meeting in the absence of the Chair.

The Committee may choose to establish Working Groups, which could be used to prepare for the Standing Committee meetings called by the RUO, as well as to integrate eForms requests into existing application governance group processes.

The Committee shall report annually on its activities to the Academic Senate. It will also maintain a webpage on the Academic Senate website, with other University Committees.

**Policy History**

- Issued: 2017-09-12
- Updated: 2019-01-31

**Policy Links**

- Permalink for this policy: [http://policy.utdallas.edu/utdpp1106](http://policy.utdallas.edu/utdpp1106)
- Link to PDF version: [http://policy.utdallas.edu/utdpp1106/makepdf](http://policy.utdallas.edu/utdpp1106/makepdf)
- Link to printable version: [http://policy.utdallas.edu/utdpp1106/makeprint](http://policy.utdallas.edu/utdpp1106/makeprint)
University Committee on **Electronic Forms and Administrative Efficiency** eForms - UTDPP1106

Policy Charge

University Committee on **Electronic Forms and Administrative Efficiency** eForms

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The University Committee on **Electronic Forms and Administrative Efficiency** eForms is a University-wide Standing Committee.

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- Permalink for this policy: [http://policy.utdallas.edu/utdppl1106](http://policy.utdallas.edu/utdppl1106)
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- Link to printable version: [http://policy.utdallas.edu/utdppl1106/makeprint](http://policy.utdallas.edu/utdppl1106/makeprint)
Date: January 27, 2019

To: All UTD Faculty

From: Kerry Tate, M.S., Director, Office of Student AccessAbility (OSA)
Ron Venable, M.A., Asst. Director OSA

Re: Important Updates to Accommodation Procedures in Test Taking for Students with Disabilities

The UTD Office of Student Accessibility (OSA) is happy to announce the launch of a new service delivery model for Spring 2019 which will enrich the student experience by providing enhanced access for students with disabilities and ensure compliance with federal law. Like UTD, the OSA has experienced tremendous growth and must fulfill our mission by relying on technology, innovative procedures and partnerships more closely aligning our office with other UT system institutions.

The most common accommodation is extended time for exams. Finding space for thousands of testing sessions (5389 last year) in our office is no longer possible as we only have five small rooms devoted to our use. We now must share this institutional responsibility with academic departments and the UTD Testing Center. To facilitate this, we have created a new system which should make scheduling accommodated tests less complicated and more sustainable. Here are the procedures we have implemented this semester that will impact faculty.

1) The preferred option for students who need accommodated testing is for faculty to provide the extended time and reduced distraction environment in the least restrictive manner possible. When feasible, faculty may allow students to stay later in the classroom to finish tests if they only need more time, take tests in an office or alternate space and/or time provided it is a suitable testing location, not a hallway or stairwell. This has the added benefit of allowing students to have access to faculty if they have questions or if there is last minute information.

2) If faculty cannot provide the testing accommodation, students may test in the University Testing Center (not the OSA). Faculty will be required to set up the exam in accordance with UTD Testing Center procedures and provide a copy of their exam at least 10 business days before the test date.

3) We have created an online scheduling tool using Qualtrics to help faculty and students arrange the options above. It is crucial for faculty to be aware emails will be coming from “UTD Student AccessAbility” that must be acted upon in this process. The tool to schedule exams with the UTD Testing Center or with a Professor can be viewed at http://bit.ly/OSAProfTest.

4) For eligible students only, the OSA Testing Center will maintain a limited capacity to proctor exams for students who need specialized equipment, readers/scribes and other

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accommodations beyond extra time. Only students who have “Eligible to test in the OSA Testing Center” on their official letter of accommodation may use this option. Professors will receive an email when such students make a request to schedule an exam and will need to upload the test at least two business days prior to the exam date. The link for this option is http://bit.ly/OSAtesting.

We invite faculty to try the above links now. Feel free to set up a trial reservation, enter your email address in the fields for both the student and professor so you can see the emails generated by the system. Lastly, be sure and add a note that it is not an actual student reservation and then provide us any feedback by emailing studentaccess@utdallas.edu. Full procedures and an updated FAQ page is available at www.utdallas.edu/studentaccess/responsibilities/.

Our office is extremely appreciative of the support of the campus community through the years, and we are looking forward to many more partnerships to provide equal access for all students.
Good morning Kurt and Richard,

The attachment from the office of student accessibility just forwarded by the Provosts office appears to put on the burden of finding excess exam time for students on the faculty. Either faculty must provide a space for the exam (or to continue an exam) or provide testing services with a copy of the exam a full 10 business days prior to the date of the exam. The first option assumes that faculty have access to space and that students will not be stigmatized if they have to accompany faculty to that space after the exam (if the exam is continue at an alternative site). The second option requires faculty to have preknowledge of what material will actually be covered more than 10 days in advance, when we all know that material that is planned to be covered is not always covered. In addition, for large sections – where exams must be carefully vetted prior to finalization – this would require exam creation to take place 2-3 weeks prior to the exam date to ensure that the 10 business day requirement can be met for the testing center. Finally, what are professors who teach large sections supposed to do? What if someone needs to provide space for 10 or more students?

Can something be done about this in faculty Senate? I believe that the “university growth” report created by Paul Diehl and others a couple of years ago anticipated this problem and recommended more resources for OSA. Instead, an assumption is being made about faculty having resources and prescience that they do not have.

Thanks for your time and attention, -dann
Re: [faculty] Important Updates to Accommodation Procedures in Test Taking for Students with Disabilities

Date: Wed, 30 Jan 2019 08:39:50 -0600

From: Busso Recabarren, Carlos <busso@utdallas.edu>
     To: Musselman, Inga <Inga.Musselman@utdallas.edu>
     CC: Prakash, Ravi <ravip@utdallas.edu>, Cohn, Jill <Jill.Cohn@utdallas.edu>

Dear Dr. Musselman,

(cc: Prof. Ravi Prakash, Speaker of the Faculty)

I politely disagree with this implementation which place the responsibility on the Faculty, instead of on the University as it should be (allocating resources for proctoring the exam, finding rooms, etc.). Please keep in mind that our time is a fix variable. If we have to spend more time on administrative duties as this one, we will be affected on our research productivity. Do you prefer that I spend my time writing proposals and papers, or seating with a student for an extra hour, so he/she can complete the exam?

From the student perspective, I also believe that this is a mistake. You will see many unfair situations. One time, I allowed a student to take a makeup exam in my research lab. I received complains from the student indicating that it was too noisy, even though my research students are fairly quiet. Imagine situations like this one with student with attention deficit. As the teaching rooms are very limited at UTD, it is likely impossible to keep the students in the same room beyond the time allocated for the exam.

Please keep in mind that preparing an exam 10 business days before the exam is just not feasible as lectures included in the exam have not been taught.

I hope that as a university, we can serve better students with disabilities, without placing the burden on the Faculty.

Carlos Busso